

ITD Guidance Used to Determine Eligibility of Matching Funds for Idaho Scenic Byway (SB) Projects

The Idaho Transportation Department (ITD) follows Federal Highway Administration guidance on in-kind match. Attachment A sets out this guidance and is from Chapter 2 of the Federal Highway Administration's Innovative Finance Primer. All in-kind matches must be approved by ITD and back-up verification must be supplied at the time of billing. This ITD guideline clarifies the “Service” portion of the FHWA guidance shown as Attachment A.

Services Defined

Services which directly implement a SB project are eligible as in-kind match. This may include professional services, such as legal or graphical design services, construction services, project management services or other specifically identified actions such as brochure distribution, marketing efforts, etc.

Project management includes coordination activities directly associated with project activity and implementation.

General administration costs are not covered under services. Costs associated with application, billing, basic overhead of sponsor agency, etc., are not eligible for reimbursement or credit for match.

Project Management

The sponsor of a funded SB project may hire or assign existing staff to provide project management services for the project. Project management expenses shall be not more than 5 percent of the total project cost or up to a maximum of \$12,500 whichever is less.

SB Advisory/Coordination Committee

The only eligible in-kind match associated with participation in SB Advisory/Coordination committee activity will be one person’s volunteer time as SB Advisory/Coordination Committee coordinator. A \$20 per hour rate for each hour of service will be allowed up to a maximum of 5 percent of the total project cost, not to exceed an allowable amount of \$1,575.00.

In-Kind Match Established Up Front

The values associated with in-kind matches must be established up front in the application and as finalized in the state-local agreement. Verifiable documentation must be provided for expenditures and/or services.

Attachment A

The table below lists the basic tests that determine whether a given non-Federal contribution can satisfy Federal-aid matching requirements under the flexible match provisions.

Eligibility for Credit Against Non-Federal Match

Type of Donation	Conditions
Funds	Funds must be received during the period between project approval and submittal of final voucher
Land (right-of-way)	Property must be appraised to determine fair market value Value must be included in total project cost Property may be donated anytime during the project development Donation does not influence environmental assessment
Materials	Materials must be appraised to determine fair market value
Services	Grantee must document the market value of services

The fair market value of the non-monetary contributions shown must be determined and documented in order for the credit to be applied as non-Federal match. Also, the value of the public or private contribution must be included in the total project cost; it cannot both reduce the cost of the project and be credited towards the required non-Federal share of the remaining project costs.

Eligible Projects and the Application Process

The project must be on a highway or local road designated as a scenic, historic, or backcountry byway. Eligible projects include the following:

- Developing and implementing a corridor management plan
- Safety improvements required as a result of scenic byway designation
- Pedestrian/bicyclist facilities, rest areas, turnouts, highway shoulder improvements, passing lanes, overlooks, and interpretive facilities
- Enhancing access to an area for recreation purposes
- Protecting scenic, historic, recreation, cultural, natural, and archaeological resources
- Developing and providing tourist information; including interpretive exhibits/kiosks, brochures, audio/video tapes
- Developing and implementing a scenic byway marketing program.

For those interested in applying for Scenic Byway money, go to www.bywaysonline.org. The funding process for FY 2008 will begin on or about July 1, 2007.

After ITD receives project applications, the Scenic Byways Advisory Committee reviews them to determine their eligibility. The projects are then prioritized and submitted to the Idaho Transportation Board about a month later for approval. Following Board approval they are then submitted to the Federal Highway Administration. Scenic Byway grant applications from all across the nation are reviewed by the Department of Transportation in Washington, D.C. Finally; a selection committee in Washington, D.C. decides which projects are funded. Projects approved for funding are announced after October 1.

Applicants are advised that projects approved for funding must be developed in accordance with ITD's formal procedures for federal-aid projects using ITD's manual "Guidelines for Local Agency Projects, July 2005". Go to <http://itd.idaho.gov/manuals/ManualsOnLine.htm>. Before submitting a Scenic Byway application, applicants are encouraged to contact their District office for information on the Project Development process.

Interested parties should direct their inquiries to Garry Young at (208) 334-8214 (garry.young@itd.idaho.gov) or the ITD District Planner in their district.

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